

Retention and Classification Report

Agency: Park City (Utah). City Attorney (3022)

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Records Officer

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AGENCY: Park City (Utah). City Attorney

SERIES: 21832

3

TITLE: Attorney work files

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are attorney support files (e.g. for contracts, requests for city projects, research memorandum). They contain attorney work product, notes and other attorney/client correspondence.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy provided not attached to a caes file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 2.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy provided not attached to case file.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21832

TITLE: Attorney work files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21530

3

TITLE: Civil case files

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION:

Retain 10 years, after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after case is closed and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21530

TITLE: Civil case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21531

3

TITLE: Claim petition files-incident reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain 6 years, provided no litigation pending.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy provided no litigation pending.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21531

TITLE: Claim petition files-incident reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21532

3

TITLE: Collection case file

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date" (UCA 10-3-716) (2006)). They include various court filings, attorney's notes, and final judgment.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21532

TITLE: Collection case file

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21833

3

TITLE: Electronic attorney files

DATES: 1993-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are all attorney records that are in electronic form. These files include attorney computer work product, attorney/client correspondence, attorney and Legal Department e-mail, and all electronic back-up files of the Legal Department.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 8.

AUTHORIZED: 06/05/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently or until administrative need ends.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21533

3

TITLE: Felony case files

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION:

Retain 10 years, after case closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after case is closed and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21533

TITLE: Felony case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21534

3

TITLE: Formal legal opinions

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the formal legal opinions written by city attorneys in response to requests received from citizens of Park City or members of the public in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting party.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21534

TITLE: Formal legal opinions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). City Attorney

SERIES: 21535

3

TITLE: Homicide and other major criminal case files

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.

RETENTION:

Retain permanent, may be transferred to state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21535

TITLE: Homicide and other major criminal case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21536

3

TITLE: Informal legal opinions

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. These attorney/client communications contain legal advice or opinion. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION:

Retain administrative need

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 74.

AUTHORIZED: 08/24/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21536

TITLE: Informal legal opinions

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21537

3

TITLE: Legal case index

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an index to civil and criminal (felony and misdemeanor) case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.

RETENTION:

Retain permanent, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 22755

3

TITLE: Litigation files

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgements, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION:

Retain permanently. May transfer to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 9.

AUTHORIZED: 03/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

AGENCY: Park City (Utah). City Attorney

SERIES: 22755

TITLE: Litigation files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21538

3

TITLE: Misdemeanor case files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION:

Retain 7 years, after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after case is closed and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21538

TITLE: Misdemeanor case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21539

3

TITLE: Routine lawsuit case files

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain 7 years, after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after Case is closed and then destroy.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21539

TITLE: Routine lawsuit case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Park City (Utah). City Attorney

SERIES: 21540

3

TITLE: Significant lawsuit case files

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain permanent, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Park City (Utah). City Attorney

SERIES: 21540

TITLE: Significant lawsuit case files

(continued)

PRIMARY CLASSIFICATION:

Protected